

ORDINANCE NO. 7

AN ORDINANCE RELATING TO THE CITY CLERK.

BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF
ARCADIA, MISSOURI, as follows:

SECTION 1. QUALIFICATIONS OF CITY CLERK. The City Clerk shall be at least twenty-one (21) years of age at the time of his/her appointment. He/she shall not be in arrears to the City of Arcadia for any tax, fine, forfeiture or defalcation in office.

SECTION 2. APPOINTMENT AND TENURE OF OFFICE OF CITY CLERK. At the first regular meeting of the Board of Aldermen after the general city election to be held the first Tuesday in April of each year, the Mayor with the approval of the Board of Aldermen, shall appoint some suitable person as City Clerk, who shall hold his/her office for a term of one year, and until his/her successor is elected or appointed and qualified.

SECTION 3. CITY CLERK MAY BE EX-OFFICIO CITY COLLECTOR,
COLLECTOR CHARGED WITH TAXES. When the Board of Aldermen shall have fixed the rate of taxation for any given year, the City Clerk shall obtain from the County Clerk appropriate and accurate tax records, setting out therein in suitable columns, opposite the name of each person and the item of taxable

property, as shown by the copy of the County assessments in the amount of taxes whether general or special, due thereon, and shall deliver said tax books to the City Collector, unless said City Clerk shall also be City Collector ex-officio.

SECTION 4. DUTIES OF CITY CLERK. The City Clerk shall have the following duties:

1. The City Clerk shall keep a journal of the proceedings of the Board of Aldermen, and safely and properly keep all records and papers belonging to the City which may be entrusted to his/her care.

2. The City Clerk shall examine all claims and demands for and against the City for the payment of which any money may be drawn out of the City Treasury, and after having examined the same, with all accompanying vouchers and documents to certify the balance or true state of such demands, present same to the Board of Aldermen for authorization for payment at the next regular meeting of said Board.

3. The City Clerk shall be the general accountant for the City, and keep proper books in which accounts of the City shall be kept. The monies of the City shall be carried in said books, unless otherwise required by the ordinances, under the term "General Fund", and shall specify the sources from which said monies were derived, and the general fund shall be credited with all appropriations, specifying on what account the appropriation is made.

4. The City Clerk shall keep in proper books the accounts between the City and all its officers, persons or bodies corporate, who may hold or have the

collection of any money for the City, charging him with the amount he may so hold, or may be in his hands for collection, or with blank licenses issued to him, and crediting him with all payments made into the City Treasury.

5. The City Clerk shall keep in proper books a detailed and specific statement of the condition of the City revenue, entering every fund in the manner required by law and ordinance, crediting every fund with all receipts into the treasury on account thereof, and charging it with all checks drawn thereon.

6. The City Clerk shall keep a register of all checks drawn on the treasury, specifying the date, number and amount, the name of the person to whom, and out of what fund payable.

7. The City Clerk shall keep an account of all debts due to or from the City, and a bill book, into which he/she shall enter all bonds, notes, bills, and other obligations given by or payable to the City, with the name of the person by or to whom, and the time when principal and interest are payable, and the rate of interest.

8. The City Clerk shall have custody of the City Seal. He/She shall affix the seal to all public instruments or official acts of the Mayor which by law or ordinance are required to be attested by the City Seal, and countersign the same, and affix the seal to and certify any documents, copies or papers in his/her office required for individual uses, or by any officer of the City, and shall furnish to the Board of Aldermen, or City Attorney, any record or document in his/her office to be used in any court.

9. The City Clerk shall prepare all commissions and other official documents, and affix the seal thereto, and keep a register thereof.

10. The City Clerk shall procure all books, forms, stationery and other materials for city officers, and pay postage on things sent by mail. He/She shall render his/her accounts therefore, with vouchers, to the Board of Aldermen.

11. The City Clerk shall be official custodian of the ordinance book, resolution book, and official bond book.

12. The City Clerk may administer official oaths and oaths to persons certifying to claims and demands against the city.

13. The City Clerk shall draw a check for any claim against the City allowed by the Board of Aldermen, for the amount allowed, and for which there is an appropriation, from the appropriation fund. Said check shall be co-signed by the Mayor.

14. The City Clerk shall report delinquent accounts of any City officer to the City Attorney for suit against said officer or other appropriate action. Accounts shall be considered delinquent if not paid into the City Treasury within ten (10) days after adjustment of said account, and such officer's commission shall be forfeited.

15. The City Clerk shall at all times permit the Mayor, Board of Aldermen, City Attorney and any other interested officer, to examine any books, papers or documents in his/her office.

16. The City Clerk shall make an annual report to the Board of Aldermen, on the first Monday after the first Tuesday of each year, of the receipts and expenditures of his/her office and of such other matters as may be required.

17. The City Clerk shall give all information in his/her power to his successor relative to his/her office, and shall transmit to his/her successor all books, papers and records relevant to his/her office.

18. The City Clerk shall perform such other duties as may be prescribed elsewhere in these ordinances or by the Mayor and Board of Aldermen, or in the Missouri Statutes.

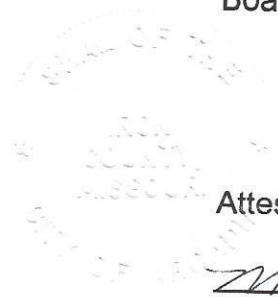
SECTION 5. CITY CLERK TO BE COMPENSATED, HOW. The compensation of the City Clerk shall be as fixed by Ordinance Number 10.

SECTION 6. SEVERANCE CLAUSE. That if any section, sentence, phrase or clause of this ordinance shall be held to be invalid for any reason by a court of competent jurisdiction, the invalidity of such section, sentence, phrase or clause shall not impair the validity of the remaining sections, sentences, phrases or clauses of this ordinance; the Board of Aldermen hereby declares that it would have passed the remaining portions of this Ordinance had it known that such section, sentence, phrase or clause would be held invalid.

SECTION 7. REPEALING CONFLICTING ORDINANCES. That all ordinances or parts of ordinances in conflict herewith, shall be, and the same are hereby

repealed; and this ordinance shall be in full force and effect from and after its passage and approval as provided by law.

WHEREUPON, this Ordinance was read three times and approved by vote of the Board of Aldermen of the City of Arcadia, Missouri on this 13th day of June, 2005.


Roy Carr
Roy Carr, Mayor of the City of Arcadia

Attest:

Mary Johnson
Mary Johnson, City Clerk